



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address - Dept. of Natural Resources Div. of Parks, Recreation & Historic Sites Recreation Services Section Funding Unit 270 Washington St., SW, Room 704 Atlanta, Georgia 30334	Application Number	79-279
Application Number		Date Received DEC - 7 1979	Date Completed DEC 3 1979
2. Person to Contact Robin Jackson		Working Title Chief, Recreation Services Section	Telephone Number 656-2790
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1976 To Date		5. Records Series Title (followed by title used in office; if different) Youth Conservation Corps/Youth Adult Conservation Corps (YCC/YACC) Grant Projects	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Recreation Services Section guides and assists recreation providers through the preparation of state-wide plans and issue analyses, through preparation and dispersal of technical publications, through consultation and community assessments, and through funding assistance. The Funding Unit administers various federal and state grant programs for acquisition, development and operation of recreation sites, facilities and services and for conservation employment of youth on public lands. Administration of the grant programs include solicitation and evaluation of applications, fund allocation and management, project inspection to assure compliance with laws and regulations, and grantee reimbursement.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Requesting, administering and authorizing YCC or YACC grant programs to individual sub-grantees. Included are: Grant Project Files for each sub-grantee, including cost documentation, applications, correspondence, evaluations, program descriptions, etc. File is arranged: Numerically by Grant Project Number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Seldom, if ever.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	3 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon completion of then, project or completion of annual expenditure report.

- ☐ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

or
until Federal
Audit is completed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Robert Johnson</i>	12-4-79	<i>Pat Danison</i>	12-6-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-29-79
		Secretary of State/Designee	12-21-79
		Attorney General/Designee	12-28-79